



**KING COUNTY**  
**CREW CHIEF**  
**DEPARTMENT OF TRANSPORTATION**  
**ROAD SERVICES DIVISION/MAINTENANCE SECTION**  
**Hourly Rate Range: \$21.86 – \$27.71 (2005 Rates)**  
**Job Announcement: 05SB4930**  
**OPEN: 2/28/05      CLOSE: 3/18/05**

**WHO MAY APPLY:** This position is open to King County career services employees who are Teamsters, Local 117 (JCC) members, King County career service employees, King County regular exempt employees, King County probationary employees who have achieved career service status in a previous position, and the general public. First consideration will be given to career service applicants who are members of Teamsters, Local 117 (JCC). **NOTE: This recruitment is for the purpose of creating a list of the most competitive candidates to fill permanent positions and will be in effect until the list is exhausted and expires after one (1) year of when created.**

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **ATTN: Scott Bruns, 201 S. Jackson St., MS KSC-TR-0313, Seattle, Washington 98104.** Complete application materials must be received by **4:00 p.m.** on the closing date. (Postmarks and facsimiles are NOT ACCEPTED.)

**PLEASE NOTE:** Applications and incomplete applications not received at the location specified above will not be processed.

**FORMS AND MATERIALS REQUIRED:** Materials required: (1) Resume, (2) letter of interest **detailing** your background, how you meet or exceed the required knowledge, skills, and abilities to perform the primary job functions, (3) [A King County Application](#), and (4) names and numbers of **three** current and former supervisors going back at least three years.

**SELECTION PROCESS:** Applicants identified as being most competitive based on the knowledge, skills, and abilities as will be invited to take a written examination. Those passing the written exam will be invited to take a computer application skill assessment, a practical field examination, and participate in an oral interview.

**WORK LOCATION:** Various locations throughout King County

**WORK SCHEDULE:** Monday – Friday, 8-hour day, 40-hour week (4/10 schedule in the summer), mandatory overtime and weekends may be required in emergency and workload situations. This position is non-exempt from the Fair Labor Standards Act and is overtime eligible.

**PRIMARY JOB:**

1. Plan and organize crew work activities. Ensure that required material and equipment are available to perform work.
2. Provide onsite monitoring, direction, and correction of work performance.
3. Ensures that work crews comply with construction, OSHA/WISHA, and environmental standards, codes, regulations, and specifications.

4. Receive, investigate, and resolve routine citizen complaints related to drainage problems, roadway surfaces, shoulders, signs, and rights-of-way, and ensure that appropriate remedial action is taken.
5. Prepare job estimates of materials, work crew, and equipment for assigned projects.
6. Provide oral and written instructions, guidance, and assistance to work crews and monitor crew work activities.
7. Inspect roads and rights-of-way to detect traffic hazards and report defects to appropriate authorities.
8. Monitor and document employee performance and conduct, take corrective action as necessary, and refer problems to superiors when appropriate.
9. Prepare and maintain routine time and material reports.
10. Responds to emergency situations such as floods, snow/ice/wind storms, etc.

***REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:***

- Minimum of three (3) years work experience as a road maintenance worker (i.e. utility worker, truck driver, equipment operator, carpenter) or equivalent construction experience.
- Knowledge of environmental regulations, OSHA/WISHA requirements as it relates to road maintenance and construction projects.
- Knowledge of workload planning principles.
- Knowledge of job/project estimation.
- Knowledge of building, crafts and mechanical trades.
- Knowledge of safety procedures.
- Skill in reading maps, blueprints and schematic drawings.
- Ability to use personal computers.
- Ability to use Microsoft Word and Excel and usage of the Internet for the purpose of preparing job estimates, daily dispatch, material reports, etc. as they pertain to the job.
- Ability to effectively communicate orally and in writing.
- Ability to lead a crew and promote team building and conflict resolution.
- Ability to provide onsite monitoring, direction, and correction of work performance.
- Ability to have predictable and reliable attendance.

***HIGHLY DESIRED QUALIFICATION:***

- Knowledge of human resource policies and procedures.
- Knowledge of the Maintenance Management System.

***NECESSARY SPECIAL REQUIREMENTS:*** Successful applicants must have a valid Washington State driver's license from the state of Washington at the time of appointment. A physical examination may be required.

***UNION MEMBERSHIP:*** Positions in this classification are represented by Teamsters, Local 117.